

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes November 10, 2021

Meeting Host / Secretary-Treasurer at BRA Office, Suite 302, 219 E. Paw Paw St, Paw Paw MI 49079
All other attendees participated online from remote locations

Note for the Record—This meeting was held online using Zoom remote meeting software as authorized in the Michigan Open Meetings Act. The source of this authorization is a declaration by the Van Buren County Board of Commissioners of a county-wide state of emergency, originally declared on 11/24/2020 and most recently extended on 01/26/2021 to its present expiration date of 12/31/2021. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county's website to allow public participation. Each Board Member who attended remotely announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state) as required in the Act.

Board Member Attendance Report--Brownfield Redevelopment Authority Board										
Name	Position	Attendance Status	Declared Remote Location			Present Anytime	Present @ Start	+ Late Arrivals	- Early Departs	Present @ End
			Municipality	County	State					
Gail Patterson-Gladney	Chair	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Lisa Phillips	Vice Chair	Attended remotely	Vicksburg Village	Kalamazoo	Michigan	Yes	Yes			Yes
Cynthia Compton	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Kate Hosier	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Katie Strohauer	Member	Attended remotely	Kalamazoo City	Kalamazoo	Michigan	Yes	No	3:38 PM		Yes
Zach Morris	Member	Attended remotely	Antwerp Township	Van Buren	Michigan	Yes	Yes			Yes
Dr. Patrick Creagan	Member	Did not attend meeting				No	No			No
John Young	Member	Attended remotely	Hamilton Township	Van Buren	Michigan	Yes	Yes			Yes
Lisa Imus	Member	Attended remotely	Lawton Village	Van Buren	Michigan	Yes	Yes			Yes
Count:						8	7	1	0	8
Members Present:							7 of 9	8 of 9	8 of 9	8 of 9
Quorum (Yes/No):							Yes	Yes	Yes	Yes

1. Call to Order and Determination of Quorum and Attendees

At 3:32 PM, by Chair Gail Patterson-Gladney with attendees/absentees/remote locations/quorum status as stated above and as follows:

- a. **Board Members Present (8); Board Members Absent (1); Board Vacancies: (0).** A quorum (7 of 9) is initially present and a quorum remained throughout the meeting
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultant Erik Peterson from Envirologic Technologies Inc.

2. Approval of Agenda--The prepared agenda was adopted by unanimous consent.

3. Approval of Minutes of Regular Meeting held October 13, 2021--The draft minutes of the meeting were included in the agenda packet. Motion by Imus, supported by Morris, to approve the minutes. Approved by a vote of 7-0.

4. Public Comment—None

5. Secretary-Treasurer's Report--Nelson presented a written report with oral enhancements and action item as follows:

- a. **Invoices for Approval**—The following invoices for approval:

Amount	Vendor	Invoice #	Invoice Date	Reason
EPA Grant Invoices:				
\$ 2,128.72	Envirologic Technologies Inc	08243	2021-11-04	119 N Main; Phase II ESA
13,362.12	Envirologic Technologies Inc	08265	2021-11-09	Gateway; Phase II/BEA/DDCC/Pre-Demo
-	Envirologic Technologies Inc			
\$ 15,490.84	Envirologic Sub-Total			
-				
\$ 15,490.84	Total of EPA Grant Invoices			
-				
\$ 15,490.84	Total of All Invoices			

Motion by Compton, supported by Hosier, to approve paying these invoices totaling \$15,490.84. Approved by a vote of 7-0.

6. Other Correspondence—None

Member Arrival—Katie Strohauer arrived at 3:28 PM. A quorum (now 8 of 9) remains.

7. New Business—

- a. **Any new applications**--None

- b. **Any new Work Order amendments**—None
 - c. **Any other new business**—Erik Peterson indicated he is communicating with a site owner in the Village of Lawton that may soon result in an application for a quick Phase I ESA.
8. **Ongoing Business—EPA Grant/Brownfield Plan Project Updates**—Consultant Erik Peterson made comments on EPA Grant and Brownfield Plan projects as follows:
- a. **Gateway Holdings LLC**—Phase II, BEA, and Pre-Demolition Survey work are completed. Some Due Care issues remain.
 - b. **119 N. Main Street in Lawton**—The supplemental Phase II ESA work is completed with results largely as expected. Some final Due Care documentation is in progress.
 - c. **101 Cemetery Rd in Bangor**—ETI is finalizing Eligibility and Phase I ESA work and working with the applicant to attempt to mitigate any EGLE concerns with ongoing use of the site, including surface debris and fencing.
 - d. **Sherman Hills**—Our project applicant has sold the site to another party, so the continuation of the BRA project is uncertain. Erik will prepare documents to memorialize the project activities for possible future use. It appears that the remaining allocated grant budget will not be used.
 - e. **413 Delaware St in Decatur**—A draft Brownfield Plan has been developed but the project is stalled due to issues beyond the control of the BRA. Erik will prepare documents to memorialize the project activities for possible future use.
9. **Other Business/Reports**
- a. **Land Bank Report**—Cindi Compton and Zach Morris reported that funding is being secured to secure structural integrity at 5 W Main Street in Hartford.
 - b. **Economic Development Corporation and Other Economic Development Report**—Zach Morris reported numerous business are seeking sites. A previously mentioned company in the Lawrence area may soon seek BRA assistance.
 - c. **General Member Comments**—None
10. **Adjournment**—Motion by Morris, supported by Compton, to adjourn. Approved by a vote of 8-0. All business being completed, the meeting was adjourned by the Chair at 4:02 PM.



Wayne Nelson, Secretary-Treasurer
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
SLBA	Agency	Michigan State Land Bank Authority
VBCLBA or LBA	Agency	Van Buren County Land Bank Authority
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
BP	Brownfield Term	Brownfield Plan
LBRF	Brownfield Term	Local Brownfield Revolving Fund
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing